

FY 1979

PDP INSTRUCTIONS

Page 1

All Supergrade and SPS equivalent positions are considered to be executive positions for the purpose of this chart. The identification of executive level GS-15 positions is a decision of the Career Services and Subgroups; presumably all such positions at this grade would not be so considered. When completing the "Number of Positions" in the upper left hand corner do not include GS-15 positions which have not been identified as being executive level.

Because some Career Services expressed problems with projecting vacancies three years in advance, the FY 81 line is optional for this page. We urge this line be completed, however, as an aid to advance executive development planning, recognizing it is only an estimate of what might happen.

Page 2

This is a Subgroup breakout of the right hand column (Total by Fiscal Year) of Page 1 for FY 79, 80 and 81.

Pages 3 and 12

Included on the Development Roster (Page 12) are certain officers in grades GS-13 through GS-15 who have been identified by their Career Service or Subgroup as having the potential to become qualified for executive assignment. For each of them a developmental program will

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have been designed which includes some aspect of development in each of FYs 79, 80 and 81. The development should include training and/or assignment.

Care should be taken to include each individual only once on the bottom two lines of Page 3. Individuals for whom promotions are expected should reflect on the bottom line in the column of their 1 October 1978 grade. Individuals programmed to complete their developmental requirements and be transferred to the Executive List should also be represented in the bottom line of Page 3.

Page 4

Line 1 reports the same data as second line on Page 3. The numbers on this line are accounted for in Lines 8 through 14. Total of Line 1 and of Line 15 should be identical.

The total of Line 2 and Line 3 is identical to the FY 79 Line (third line) of Page 3 of this report. The numbers on these lines are accounted for in Lines 4 through 6, and total to same number as Line 7 of this page.

Page 5

This is a Subgroup breakout of the right hand column (Total by Fiscal Year) of Page 3 for FY 79, 80 and 81.

Page 6

This page is an accounting by EEO category of Lines 1 and 2 of Page 3.

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Page 7

This page is an accounting by EEO category of Lines 3, 4, and 5 of Page 3.

Page 8

This chart is a statistical report of officers fully qualified for executive level assignments. The first column "Fully Qualified", therefore, should reflect all such officers regardless of current or projected assignments. The second column accounts only for those fully qualified officers listed on Page 11 as candidates for the executive level vacancies projected during the planning period on Page 1. An officer projected for such an assignment who, for whatever reason, would not be considered "fully qualified" should not be included and the name on Page 11 should be so annotated.

Page 9

Include on this chart only those fully qualified individuals listed by name on Page 11, Executive List, and those individuals currently on the Developmental Roster who are projected to complete their developmental program and be transferred to the Executive List in the noted year. This latter group will not be included on Page 9 until the year of their planned transfer.

Page 10

Report on this page in the appropriate line and column all PDP training courses taken or planned and assignments filled or scheduled. This is not a report of the number of individuals involved but rather

of the developmental experiences. If an individual is involved in two courses and one assignment that individual should reflect three times as appropriate to the experience. The last column is included to assist in comparison of the number of developmental experiences with the number of individuals on the Developmental Roster.

Page 11

This is self-explanatory. The page should be completed in sequence of grades, e.g., GS-17, GS-16, GS-15 and SPS in that order. It need not be a collated Career Service report but may be submitted as Subgroup reports.

Page 12

This page is also self-explanatory and should also be prepared in grade sequence from GS-15 to GS-13. It is requested the "When" column be completed by the quarter or half of the year, if possible, particularly for the FY 79 plans.

PERSONNEL DEVELOPMENT PROGRAM  
PERSONNEL PLANNING  
STATUS REPORT - 1 OCTOBER 1978

1. Number of executive level positions in Career Service (all GS-17, 16 and SPS positions plus selected GS-15 positions). \_\_\_\_\_
2. Number of fully qualified officers in grades GS-17, 16, 15 and SPS. \_\_\_\_\_
3. Number of Development Roster officers expected to qualify for Executive List in fiscal year 1979. \_\_\_\_\_
4. Are there any positions listed in item 1 above for which there is no individual in item 2 or 3 who can replace the incumbent? \_\_\_\_\_

If so, please identify positions. (If more space is needed, please use reverse side of this page.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Are there candidates for these positions on the Roster who will be qualified during FY 80, 81? \_\_\_\_\_

Will the above candidates satisfy all position requirements? \_\_\_\_\_

If not, what plans are being made to develop or identify qualified replacements - outside the Career Service, recruitment outside the Agency? \_\_\_\_\_

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NO. OF POSITIONS  
FY 78 FY 79

GS-17		
GS-16		
GS-15		
SPS		
TOTAL		

CAREER SERVICE

GS-15 - GS-17 AND SPS POSITIONS EXPECTED TO BECOME VACANT

	GS-17		GS-16		GS-15		SPS		Total by Fiscal Year	
	No.	%	No.	%	No.	%	No.	%	No.	%
FY 78 Projections										
FY 78 Actual Vacancies										
FY 79										
FY 80										
FY 81										
TOTAL										

COMMENT: PERCENTAGES OF POSITIONS TO BECOME VACANT, AS APPROPRIATE.

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CHART I B

CAREER SERVICE REPORT  
 GS-15 - GS-17 AND SPS POSITIONS BECOMING VACANT  
 LISTED BY CAREER SUB-GROUPS

CAREER SUB-GROUP	FY 79		FY 80		FY 81		TOTALS	
	No.	%	No.	%	No.	%	No.	%

COMMENT: PERCENTAGES ARE OF THE TOTAL GS-15 THROUGH GS-17 AND SPS POSITIONS OF THE CAREER SUB-GROUP.

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	ON DUTY STRENGTH	
	FY 78	FY 79
GS-15		
GS-14		
GS-13		
TOTAL		

CAREER SERVICE REPORT

OFFICERS IN GRADES GS-13 - GS-15 IDENTIFIED FOR EXECUTIVE LEVEL DEVELOPMENT  
(POTENTIAL ASSIGNMENT TO GS-15 - GS-17 OR SPS EXECUTIVE LEVEL POSITIONS)

	GS-15		GS-14		GS-13		Total by Fiscal Year		Transfer to Executive List	
	No.	%**	No.	%**	No.	%**	No.	%**	No.	%**
FY 78 Goals										
FY 78 Implementation of Plans*										
FY 79										
FY 80										
FY 81										
Total No. of Individuals Iden. FY 79-81										
Plan Transfer to Executive List thru FY 80										

COMMENTS: \*INCLUDE IN REPORT THE OFFICERS IDENTIFIED IN FY 78 PROGRAM WHO WERE ACTUALLY ASSIGNED TO EXECUTIVE POSITIONS AND/OR BEGAN THE DEVELOPMENTAL TRAINING/ASSIGNMENTS PLANNED FOR THEM. THE PERCENTAGE IS OF THE TOTAL NUMBER IDENTIFIED FOR THIS PROGRAM IN THE GRADE INDICATED.

\*\*PERCENTAGES ARE OF ODS EXCEPT AS INDICATED FOR FY 78 IMPLEMENTATION OF PLANS. OFFICERS REFLECTED

	ON DUTY STRENGTH	
	FY 78	FY 79
GS-15		
GS-14		
GS-13		
TOTAL		

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CAREER SERVICE REPORT

CHART II A  
SUPPLEMENT

BACKGROUND SUPPLEMENT TO CHART II A

	GRADE LEVEL	GS-15		GS-14		GS-13		TOTAL	
		No.	%	No.	%	No.	%	No.	%
1	Individuals on Executive Development Roster 1 Oct 77 as Reported in FY 78 PDP								
2	Individuals on Executive Development Roster 1 Oct 78 (FY 79 PDP) Who will be Developed in FY 79								
3	Individuals on Executive Development Roster 1 Oct 78 (FY 79) without Developmental Experience in FY 79								
4	COMPOSITION OF CURRENT EXECUTIVE DEVELOPMENTAL ROSTER FY 79 PLANS Promoted from Lower Grade and Remaining on Roster								
5	Carry Over from FY 78 Roster in Same Grade Range								
6	Added to PDP as a Result of New Review and Evaluation								
7	TOTAL (Lines 4, 5 and 6)							100	
8	ACCOUNTING FOR FY 78 EXECUTIVE DEVELOPMENTAL ROSTER Advanced from Development Roster to Executive List								
9	Remained on Roster but at Higher Grade								
10	Remained on Roster at Same Grade								
11	Dropped from PDP; Stayed with Agency								
12	Retired								
13	Resigned								
14	Other								
15	TOTAL							100	

COMMENT: FOR LINES 1 AND 2 PERCENTAGE IS OF TOTAL ON DUTY STRENGTH OF GRADE RANGE.  
FOR LINES 4 THROUGH 15 PERCENTAGE IS OF TOTAL EXECUTIVE DEVELOPMENTAL ROSTER FOR FY CONCERNED.  
LINE 1 TOTAL IS IDENTICAL TO TOTAL LINE 15.  
TOTAL OF LINE 2 AND LINE 3 IS IDENTICAL TO LINE 7.

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FY 79 PDP

CAREER SERVICE REPORT

OFFICERS IN GRADES GS-13 - GS-15 IDENTIFIED FOR EXECUTIVE LEVEL DEVELOPMENT  
AND POTENTIAL ASSIGNMENT TO GS-15 - GS-17 OR SPS EXECUTIVE LEVEL POSITIONS  
--CAREER SUBGROUPS--

CAREER SUB-GROUP	FY 79		FY 80		FY 81		TOTALS	
	No.	%	No.	%	No.	%	No.	%

COMMENT: PERCENTAGES ARE OF THE TOTAL GS-13 - GS-15 ON DUTY STRENGTH OF THE CAREER SUB-GROUP.

CAREER SERVICE REPORT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS (REPORT OF FY 78 PROGRAM)

IDENTIFIED ON EXECUTIVE DEVELOPMENTAL ROSTER - GS-13 - GS-15

		Blacks		Women		Asian Americans		Hispanics	
		No.	%	No.	%	No.	%	No.	%
FY 78 Goals	GS-15								
	GS-14								
	GS-13								
FY 78 Achievements	GS-15								
	GS-14								
	GS-13								

COMMENT: PERCENTAGE WILL BE OF TOTAL NUMBER OF INDIVIDUALS ON THE EXECUTIVE DEVELOPMENTAL ROSTER IN THE GRADE GROUP.  
WOMEN SHOULD BE INCLUDED IN MORE THAN ONE COLUMN WHEN APPROPRIATE.

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CHART III B

CAREER SERVICE REPORT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

IDENTIFIED ON EXECUTIVE DEVELOPMENTAL ROSTER - GS-13 - GS-15

FY 79 PROGRAM

		Blacks		Women		Asian Americans		Hispanics	
		No.	%	No.	%	No.	%	No.	%
FY 79	GS-15								
	GS-14								
	GS-13								
FY 80	GS-15								
	GS-14								
	GS-13								
FY 81	GS-15								
	GS-14								
	GS-13								
Total No. of Indiv. Identified Above									

COMMENT: PERCENTAGE WILL BE OF TOTAL NUMBER OF INDIVIDUALS ON THE EXECUTIVE DEVELOPMENTAL ROSTER IN THE GRADE GROUP. WOMEN SHOULD BE INCLUDED IN MORE THAN ONE COLUMN WHEN APPROPRIATE.

ON DUTY STRENGTH	
GS-17	
GS-16	
SPS	
GS-15	
TOTAL	

CAREER SERVICE REPORT

OFFICERS (GS-15 - GS-17 AND SPS) IDENTIFIED AS CANDIDATES FOR VACANT GS-15 - GS-17

AND SPS EXECUTIVE LEVEL POSITIONS, I.E., VACANCIES PROJECTED ON CHART IA

GRADE	GS-17		GS-16		GS-15		SPS	
	Total of Fully Qualified	No. Ident. for Assignment to Vacancy (Chart IA)	Total of Fully Qualified	No. Ident. for Assignment to Vacancy (Chart IA)	Total of Fully Qualified	No. Ident. for Assignment to Vacancy (Chart IA)	Total of Fully Qualified	No. Ident. for Assignment to Vacancy (Chart IA)
FY 79								
FY 80								
FY 81								
Total No. of Individuals Identified Above								

CAREER SERVICE REPORT

SOURCES OF PROPOSED OFFICERS ON EXECUTIVE LIST AS CANDIDATES FOR GS-15 - GS-17  
AND SPS EXECUTIVE LEVEL VACANCIES

		From within the Career Sub-Group		From within the Career Service		From another Career Service		External		From Developmental Roster***		Total Candi- dates	Total Posi- tions ****
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
FY 78 Projections	1												
FY 78 Actual Sources	2												
FY 79*	3												
FY 80*	4												
FY 81*	5												
Total of Individuals Involved**	6												

COMMENTS: PERCENTAGE IS PERCENT OF TOTAL NUMBER OF CANDIDATES.

\*IN LINES 3, 4 AND 5 AN INDIVIDUAL MAY COUNT AS A CANDIDATE IN SUCCESSIVE YEARS, I.E., IN EACH FY 79, 80 AND 81.

\*\*IN LINE 6 COUNT EACH CANDIDATE ONLY ONCE.

\*\*\*OFFICERS FROM DEVELOPMENTAL ROSTER MOVING TO EXECUTIVE LIST IN THE FIRST THREE COLUMNS.

\*\*\*\*POSITIONS LISTED ON CHART 1A.

CAREER SERVICE REPORT

TRAINING - PDP CANDIDATES

	External	Internal	Rotation Assignment		Totals	Number on Development Roster
			Intra Career Service	Inter Career Service		
FY 78 Goals						
FY 78 Actual No. Trained or Assigned						
FY 79						
FY 80						
FY 81						
Total						

COMMENT: THIS FORM WILL BE ACCOMPANIED BY AN ITEMIZED LISTING OF TRAINING COURSES PLANNED AND THE NUMBER OF OFFICERS TO BE ENROLLED BY FISCAL YEAR.

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CHART 1  
EXECUTIVE LIST

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CAREER SERVICE REPORT  
IDENTIFICATION OF EXPECTED VACANT EXECUTIVE LEVEL POSITIONS (GS-15 - GS-17 AND SPS)  
FY 79-81

Expected Vacant Executive Level Positions in Grades GS-15 - GS-17 and SPS			Possible Replacement Candidates				
Estimate Year of Vacancy FY 79-81	Position Grade GS 15-17 and SPS	Expected Vacancies (Individual Vacancy by Title or Number of Vacancies by Organ/Functional Category)	Names of Candidates and Current Positions	Grade	Date of Last Promo- tion	Date of Retirement	
						Mand.	Plan.

ROSTER OF INDIVIDUALS IDENTIFIED FOR EXECUTIVE LEVEL DEVELOPMENT - GS-13 - GS-15

TRAINING AND ASSIGNMENT PROJECTIONS

Name and Grade of Individual To be Developed	Planned Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Planned Training: Internal in Career Service, OTR, External College, etc., and any Other Developmental Actions	
	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When